



CTE Data Reporting System Teacher Tutorial

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***eTIGER* (Timely, Information, Gathering, Examination, and Reporting) Teacher Tutorial**

Welcome

Welcome to the Tennessee Department of Education, Division of Career and Technical Education (CTE), data reporting system, *eTIGER*.

This tutorial is designed to assist CTE teachers with using *eTIGER*, an online data reporting system. It is important to read and follow the instructions carefully to successfully enter your data with minimal problems. First time users are highly encouraged to review this tutorial before entering data.

This tutorial will take you step-by-step through each screen in *eTIGER*. It also has many helpful hints. If you have any questions or problems while entering your data, you can select (by clicking on the mouse) the HELP link at the left panel of the screen. If you still have a problem that isn't answered in the tutorial or HELP menu, contact your CTE Director for further assistance.

Only person(s) with authorization can access *eTIGER* to report data, and they can only access the level of data for which they are authorized. Therefore, a CTE teacher can only access his/her own class information. CTE Directors are authorized to approve a school district's data. They will be able to access the data of the whole district. CTE teachers will use their own unique login to report data of their classes' performance on *eTIGER*.

History

Since 2003, the State of Tennessee Division of Career and Technical Education has implemented a secured, web-based data collection system called TIGER (Timely, Information, Gathering, Examination and Reporting). For the first time, TIGER allowed

career-technical directors in each Tennessee school system to report their data electronically on the State of Tennessee secured web site.

eTIGER (EIS-TIGER) was officially implemented in October, 2005. The name *eTIGER* refers to the coordination in data collection between the state EIS (Education Information System) data and the TIGER system. Since the 2005-06 school year, the CTE Division has pre-populated data reported to the EIS to *eTIGER*.

The exciting part of this upgraded data collection system is that data reporting and verification have been performed by each individual CTE teacher, the person who has the best knowledge regarding the data for each student. The teacher attests to the veracity of the data. The CTE director in each school system then is able to check the data of each school reporting and approve its accuracy. To read more about Tennessee Career-Technical Data Reporting System, please go to:

<http://www.tennessee.gov/education/cte/ad/tiger>

The *eTIGER* online data reporting system is an important tool both for reporting CTE class performance data and for public viewing of the Department of Education CTE annual Report Card. Once the data has been entered and attested by the teacher and approved by the CTE Director, the data is used in the annual CTE report card. This is posted on Tennessee Department of Education home page Report Card link at this address:

<http://www.tennessee.gov/education/reportcard/>. (Select tab "Career Technical Education" at TDOE Report Card to access CTE Report Card.)

Population of Data – EIS to *eTIGER*

Your class enrollment information is entered by your local EIS person and then the State Department of Education extracts the data from EIS to *eTIGER*. This is called the "population process." This process is scheduled twice a year, once for each semester. If your classes have been entered into the EIS on time, your classes will be pre-populated into *eTIGER*.

Data Reporting Timelines

As a CTE teacher, it is your responsibility to check the deadlines for reporting your class performance data. You may find the Project Timelines on the *eTIGER* home page after logging on or go online to this address: <http://www.tennessee.gov/education/cte/ad/tiger> by selecting "Project Timetable."

Please note: Teachers who wait to check and enter information within days of the deadline may encounter problems that can be easily fixed earlier in the term. There is more activity on the system at the time of the deadline, which can slow down the time for processing the information. Also, there is more demand on the limited state staff to troubleshoot issues. Teachers who enter information before the deadline period are less likely to have stressful delays.

Responsibilities of A CTE Teacher

The State requests that CTE teachers report their class performance data by the end of each class and attest to data accuracy. Listed below is the role you play in data reporting as a CTE Teacher:

1. As a CTE teacher, you need to obtain your USERID and temporary password from your CTE director. Keep in mind, it is your responsibility to retain your password. Please memorize your USERID and password or put them away in a safe place. If you misplace or forget your password, contact Tina.McNeal@state.tn.us and she will provide you with another temporary password to log on *eTIGER*. At that time, change your password to something memorable.
2. Log on to *eTIGER* as soon as possible at the beginning of the school year to make certain that you do not have a problem logging on.
3. Please check *eTIGER* home page or go online for the data reporting deadline dates at this address: <http://www.tennessee.gov/education/cte/ad/tiger>. Dates are listed under "Project Timetable."
4. Report any missing classes to your CTE Director.
5. Verify and update all information listed for your class:
 - a. Class information (class details, at top of the class roster screen)
 - b. Instructor information (personal details, at instructor information screen)
 - c. Student roster (at Instructor Class Listing screen).
6. At student information screen, enter **only** "Pregnant Teen" and "Single Parent" data if applicable for that student.
7. Verify the rest of student information (home school, personal details, grade, path of study, membership, and population status). Report to your CTE director any incorrect student data. Your system EIS person will be responsible for the correction.
8. Report class performance data at class roster screen including:
 - a. Identifying Concentrators
 - b. Checking Course Competencies and Number Periods of each student

- c. Entering Number of Competencies Mastered and Number of Credits Earned for the whole class
 - d. Report Dual Credit, and Dual Enrollment information
9. Attest the data of all classes.
 10. Inform your CTE director upon completion of data reporting.

To begin, click "Director/Teacher Log in" <http://www.state.tn.us/education/cte/login.shtml>, at left navigation panel of CTE web home page. **You may also find eTIGER login link from Data Reporting System and Teacher Resource web pages which may access from CTE web home page.**

The screenshot shows a Mozilla Firefox browser window with the title "TDOE:CTE:Forms:Program Modification and Special Courses". The address bar shows the URL "http://www.state.tn.us/education/cte/login.shtml". The page header features the Tennessee state logo and the text "TENNESSEE.GOV The Official Web Site of the State of Tennessee". Below this is a navigation bar with links: Home, Site Index, Data, Reports, Programs, Online Services, and Contact Us. The main content area is titled "Career & Technical Education - Login" and includes a warning: "You are about to enter a secured application listed below for which you may not have access." A list of nine applications follows: 1. Directors' Download, 2. Programs of Study, 3. eTIGER, 4. Career Technical Reporting, 5. Field Staff Downloads, 6. Field Staff Uploads, 7. CTE Program Area Downloads, 8. CTE Program Area Uploads, and 9. Work-Based Uploads. A "Login" link is provided below the list. At the bottom, there is a footer with various links (Tennessee.gov, Search Tennessee.gov, A to Z Directory, Policies, Survey, Help, Site Map, Contact) and the Department of Education contact information: Andrew Johnson Tower - 6th floor, Nashville TN 37243-0375, 615.741.2731. The browser's taskbar at the bottom shows several open windows, including "Novell WebAc...", "TDOE:CTE:Fo...", and "tutorial_1.doc...", along with the system clock showing 11:46 AM.

Tennessee.gov | Search Tennessee.gov | A to Z Directory | Policies | Survey | Help | Site Map | Contact

Department of Education
Andrew Johnson Tower - 6th floor
Nashville TN 37243-0375
615.741.2731

Click "Login" to open a State "Login Authorization" page.

Login Page

The CTE Director will request a User ID and temporary password for every CTE teacher. This is the only local person who will have rights to this request. If you do not know your USER ID, contact your CTE director for this information. **Please remember your USERID and Password!**

On this screen you may enter and verify your **new password** to a permanent one of your choosing.


The screenshot shows a Mozilla Firefox browser window with the address bar displaying <https://www.k-12.state.tn.us/authorize/login.aspx?r=VECOMPETENT>. The page title is "Dept of Education - Login Authorization". The page content includes the Tennessee Department of Education logo, a "Warning" message about unauthorized use, a login form with fields for "User ID", "Password", "New Password", and "Verify Password", and a "Login" button. Below the login form is a "Note" about password changes. At the bottom, there is contact information for the State of Tennessee Department of Education, a link to report problems to the "Ed Webmaster", and a "Last revised" date of October 17, 2007. The browser's taskbar at the bottom shows several open applications, including "Novell GroupWise", "tutorial.doc", and "Dept of Education - L...".

Dept of Education - Login Authorization - Mozilla Firefox

File Edit View History Bookmarks Tools Help

<https://www.k-12.state.tn.us/authorize/login.aspx?r=VECOMPETENT>

Most Visited abandon.asp abandon.asp Go to the previous page Getting Started Latest Headlines Dept of Education - Lo...

 abandon.asp
<https://www.k-12.state.tn.us/vecompetency/abandon.asp>
Tennessee Department of Education

[Help](#)

Warning: The unauthorized use of this computer system or its contents and / or any attempt to gain unauthorized access thereto could constitute a violation of the Computer Crimes Act of the State of Tennessee.

User ID

Password

New Password

Verify Password

Login

Note: If a new password and a verify password is present, then your password will be changed. If you have any problems, please contact your application manager listed on the [Help](#) page.

State of Tennessee
Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Please report any other webpage problems to [Ed Webmaster](#).

Last revised:
October 17, 2007

<https://www.k-12.state.tn.us/vecompetency/abandon.asp> www.k-12.state.tn.us Adblock

start Novell GroupWise - M... tutorial.doc - Microso... Dept of Education - L...

Type in your User ID and Password you were assigned. When you type in your password you may change to a new password of your choosing by typing in the New Password, verifying your new password then click the Login button. If you have forgotten your password or can't sign in, email Tina McNeal at this address: Tina.McNeal@state.tn.us with the subject "eTIGER Access." You will receive a replied email with this information within 48 hours.

Select Application - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.k-12.state.tn.us/authorize/listapp.aspx

Most Visited abandon.asp abandon.asp Go to the previous page Getting Started Latest Headlines Dept of Education - Lo...

Available Applications

Please select one of the following security levels from the available applications below:

Logoff	Application	Logon As...	Status
Help	eTIGER - Timely Information Gathering, Examination, and Reporting	Instructor	Online

State of Tennessee
Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Please report any other webpage problems to [Ed Webmaster](#).

Last revised:
October 17, 2007

Done www.k-12.state.tn.us Adblock

start WebEx One-Click Novell GroupWise - M... tutorial.doc - Micro... Select Application - M...

7:51 AM

Next, click the **"Instructor"** link in the center of the page.

Home Page

The screenshot shows the eTIGER Home Page in a Mozilla Firefox browser. The browser's address bar displays the URL <https://www.k-12.state.tn.us/vecompetency/VETIGER.asp>. The page features a navigation bar on the left with several categories of links:

- Number of Users - 35**
 - Current Users
 - Log Out
- Administrative**
 - Check School Classes
 - Manage Contacts
 - Activate/Delete Classes
 - Merge Instructor
 - Merge Student
 - Adm. Approval List
- RESTRICTED ACCESS**
 - Li-Zung & Sarah
 - Delete Concentrator
 - VECAdmSchoolCourseListAll
 - Duplicate People
 - District Earned Credit
 - Baseline Approval List
 - Baseline App List-Show All
 - EIS School Course Listing
 - Negotiated Baseline Fix
 - Entry
 - Admin Baseline Instructions
 - Search for Person
- Perkins IV**
 - Concentrator Perkins IV
 - District Baseline
 - Negot. Form 2008-2009
- Utilities**
 - Announcements
 - District Teacher List
 - Upload File To State
 - Download File From State
 - Verify non-CSV Upload
 - Upload CSV File To State
 - Upload Earned Credit CSV
 - Competency Reasons

The main content area of the page displays the title **eTIGER - Timely Information Gathering, Examination, and Reporting - Home**. Below the title, it states: **You are logged in as SDE Li-Zung Lin as an Administrator. Please use the links to the left.**

Additional links in the main area include:

- Teacher Tutorial
- eTIGER 08-09 Project Timetable
- 08-09 Updates**
- Contact - Tina McNeal Tina.McNeal@state.tn.us

The browser's taskbar at the bottom shows several open applications, including Novell GroupWise, Mail from Sarah Barnes, eTIGER - Timely Infor..., tutorial.doc - Microso..., stinfor.doc - Microsof..., and screen.doc - Microsof... The system clock indicates the time is 2:18 PM.

Verify your login name on the first line under the Title of this page. Pay attention to the updates and instructional links listed on this page as they change from time to time. On the navigation bar you can choose these options: View your School Course Listings, Announcements, Instructor Information, Search Perkins IV Concentrator, Log Out and the HELP tips.

Instructor Information Page

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Information - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.k-12.state.tn.us/vecompetency/VECEditInstructor.asp

Most Visited abandon.asp abandon.asp Go to the previous page Getting Started Latest Headlines Dept of Education - Lo...

Class/Course Rosters
School Course Listing

Utilities
Announcements
Instructor Information
Search Perkins IV
Concentrator

Log Out

HELP

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Information

District of Record: (Home District) CROCKETT COUNTY - 00170

School of Record: (Home School) CROCKETT COUNTY HIGH SCHOOL - 0003

First Name: Li-Zung

Middle Initial:

Last Name: Lin

Gender: Female

SSN: 423417681

Teacher License Number: 423417681

Ethnic Origin:

☒ Asian/Pacific Islander

☐ Black, not Hispanic

☐ Hispanic

☐ White, not Hispanic

☐ Unclassified

☐ American Indian

☐ Alaskan Native

Back Save This Record

Contact - Tina McNeal Tina.McNeal@state.tn.us
Copyright(c) 2007 - Tennessee Department of Education - All Rights Reserved

Done

start WebEx One-Click Novell GroupWise - M... tutorial.doc - Microso... eTIGER - Timely Infor...

www.k-12.state.tn.us Adblock

8:27 AM

By selecting the link "Instructor Information" under "**Utilities**" you will see your personal information. **Verify, edit or delete any of your information and save any changes by selecting "Save This Record."** All fields are required except middle initial. It is very important to have your information accurate and consistent. *eTIGER* uses your teacher license number as an identifier to match with your class information reported in EIS.

School Course Listing Page

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.k-12.state.tn.us/vecompetency/VECTeacherClassList.asp

Most Visited abandon.asp abandon.asp Go to the previous page Getting Started Latest Headlines Dept of Education - Lo...

Class/Course Rosters
School Course Listing

Utilities
Announcements
Instructor Information
Search Perkins IV
Concentrator

Log Out

HELP

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing

Year: 2008-2009

☐ Sort Students By Name ☐ Sort Students By Grade
You must "Generate List" to change "Sort By" option

Generate List

Courses Taught by Li-Zung Lin for 2008-2009

Course Code	Course Title	Service School	Semester	Period	# Students	Attested Correct
5780	Programming and Logic	Crockett County High School	Block - Fall 1st	1 - 1	4	

1 Courses

Contact - Tina McNeal Tina.McNeal@state.tn.us
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Done

start WebEx One-Click Novell GroupWise - M... tutorial.doc - Microso... eTIGER - Timely Infor...

www.k-12.state.tn.us Adblock

8:30 AM

After selecting the School Course Listing page you will see your courses listed. **Note** - if you have classes missing, make certain to report the following information to your CTE director: your name, teacher licensure number, the school of the missing class, course code, course title, semester, and period of your missing class. Next, select the **Course Code** number.

Class/Course Roster Page

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.k-12.state.tn.us/vecompetency/VECInstructorTLNList2008.asp?y=9&c=5780&ICRID=119483&trm=3

Most Visited abandon.asp abandon.asp Go to the previous page Getting Started Latest Headlines Dept of Education - Lo...

Perkins IV (2) eTIGER - Timely Information Gat...

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing

Name: **Li-Zung Lin - 307824** SSN: **423-41-7681**
 Gender: **Female** Race: **White, not Hispanic**

Instructor District of Record: (Home District) **00170 - Crockett County**
 Instructor School of Record: (Home School) **0003 - Crockett County High School**

District of Service: **00170 - Crockett County**
 School of Service: **0003 - Crockett County High School**

Year: **2008-2009** EIS Local Class Number:

Course: **5780 - Programming and Logic**

Term: **Block, Fall 1st** Class Section: **1**

Beginning Period: **1** Ending Period: **1**

Student Name (click on name to view student data)	SSN PIN	State ID	Grade	Concentrator	Course Competencies	Number Competencies Mastered	Percent Competencies Mastered	Competency Comment	Reason Code	Number Periods	Number Credits Earned	Dual Credit	Dual Enroll
Stfour f Stfour	444-44-4444		12	No	17		0		Run-away student	1		Pass	No
Stone o Stone	111-11-1111		10	No	17		0		-- Reason --	2		No	Yes
Stthree t Stthree	333-33-3333		11	No	17		0	work-based learning	-- Reason --	1		Yes	No
Sttwo t Sttwo	222-22-2222		11	No	17		0		-- Reason --	1		Fail	No

4 records

Printable Class Delete This Entire Class Earned Credits **Must** be entered before this class may be attested.

Add Student Save Changes

Contact - Tina McNeal Tina.McNeal@state.tn.us
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Done www.k-12.state.tn.us Adblock

start WebEx One-Click Novell GroupWise - M... Mail From: Gay Burden Mail To: Burden, Gay tutorial.doc - Microso... eTIGER - Timely Infor... 9:57 AM

Pay close attention to your class information at the top of this screen. Make any corrections as needed. Then select **"Save changes"** to update the corrected class information. Grade listed for each student will be the index of the report cohort group. Report to CTE director if it is incorrect. Select a student name.

Student Information Page

eTIGER - Timely Information Gathering, Examination, and Reporting - Student Information - Windows Internet Explorer

File Edit View Favorites Tools Help

Google G Go Bookmarks 66 blocked Check AutoLink AutoFill Send to Settings

eTIGER - Timely Information Gathering, Examination, ...

Users - 1

Users
out

Administrative
Classes
Contacts
Classes
Instructor
Student
Email List

ACCESS
Sarah
Instructor
CourseListAll
People
Credit
Approval List
List-Show All
Course Listing
Line Fix Entry
Instructions
Person

IV
Perkins IV
Baseline
2008-2009

es
Instruments
List
To State
From State
SV Upload
To State
Credit CSV
Reasons
Approval
Downloads
Downloads
Student
Perkins IV
Instructor
Incentrator

e Rosters
List
Instructor

eTIGER - Timely Information Gathering, Examination, and Reporting - Student Information

eTiger Data		EIS Data	
Student Data			
eTiger Person ID:			
State ID:		State ID:	
SSN:		SSN:	
PIN:		PIN:	
First Name:		First Name:	
Middle Name:		Middle Name:	
Last Name:		Last Name:	
Gender:		Gender:	
Ethnic Origin:		Ethnic Origin:	
School of Record			
District of Record:		District of Record:	
School of Record:		School of Record:	
Path of Study			
Path:		Course of Study:	
Grade			
Grade:		Grade:	
Club Membership			
DECA:		DECA:	
FBLA:		FBLA:	
FCCLA:		FCCLA:	
FFA:		FFA:	
HOSA:		HOSA:	
JTG/TCA:		JTG/TCA:	
Skills USA:		Skills USA:	
TSA:		TSA:	
Population Status			
Disabled:		Disabled:	
Economically Disadvantaged:		Economically Disadvantaged:	
Limited English Proficiency:		Limited English Proficiency:	
Migrant:		Migrant:	
Pregnant Teen:	<input type="checkbox"/>		
Single Parent:	<input type="checkbox"/>		
DELETE Student From This Class		Go Back SAVE This Record	

Do not press DELETE button unless you intend to delete the student. There is no delete confirmation page.

Trusted sites 110%



When you click a student's name, it will bring you to the "Student Information" screen. Enter "Single Parent" and "Pregnant Teen" data for that student (if applicable) and click "Save This Record. Then **verify that all student's other information is correct.**

Very Important - Make certain the student's "District of Record" (student's home district) and "School of Record" (student's home school) are correct. Especially, if this student is a new student transferred into your school district or school. Home district and school data are very important because the CTE School Report Card is reported by student's home school. Also, **make certain that the student's "Grade" is listed correctly** at the "Class/Course Roster" page. This student's grade will become the index to identify the cohort student group for follow-up survey list and 12th grader concentrators to report to Perkins CAR Report each year.

On the *eTIGER* data side, make certain the student's *eTIGER* Person ID, State ID, Social Security Number or Student PIN, Name, Gender, Ethnic Origin, District of Record, School of Record, Path/Course of Study, Club Membership, and Population Status are entered and accurate.

Note - it is possible for a student to be in more than one CTSO organization membership and to be reported in more than one category of Population Status.

Because the data are derived from different sources (*eTIGER* vs EIS), there may be discrepancies in the way a student's data appears. (For example: the data of "Ethnic Origin" will list "4- White, not Hispanic" on *eTIGER* Data side and W – White on EIS Data side.)

Beginning with the 2008-2009 school year, all the student information other than "Single Parent" and "Pregnant Teen" will be pre-populated from EIS. **If you find any incorrect data on a student, report it to your CTE Director immediately.** The Director will ask your system's EIS data person to correct and update the student information. When the data are updated on EIS, it will show on the "EIS Data" side of the Student Information screen. You may then click "Save This Record" to overwrite the data other than *eTIGER* Person ID, Pregnant Teen, and Single Parent onto *eTIGER* side. Before you attest the class correct at the end of the school year, make certain that all students' data are correct.

Delete a Class

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.k-12.state.tn.us/vecompetency/VECInstructorTLNList2008.asp?y=9&c=5780&ICRID=119483&trm=3

Most Visited abandon.asp abandon.asp Go to the previous page Getting Started Latest Headlines Dept of Education - Lo...

Perkins IV (2) eTIGER - Timely Information Gat...

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing

Class/Course Rosters School Course Listing

Utilities Announcements Instructor Information Search Perkins IV Concentrator

Log Out

HELP

Name: **Li-Zung Lin - 307824** SSN: **423-41-7681**
 Gender: **Female** Race: **White, not Hispanic**
 Instructor District of Record: (Home District) **00170 - Crockett County**
 Instructor School of Record: (Home School) **0003 - Crockett County High School**
 District of Service: **00170 - Crockett County**
 School of Service: **0003 - Crockett County High School**
 Year: **2008-2009** EIS Local Class Number:
 Course: **5780 - Programming and Logic**
 Term: **Block, Fall 1st** Class Section: **1**
 Beginning Period: **1** Ending Period: **1**

Student Name (click on name to view student data)	SSN PIN	State ID	Grade	Concentrator	Course Competencies	Number Competencies Mastered	Percent Competencies Mastered	Competency Comment	Reason Code	Number Periods	Number Credits Earned	Dual Credit	Dual Enroll
Stfour f Stfour	444-44-4444		12	No	17		0		Run-away student	1		Pass	No
Stone o Stone	111-11-1111		10	No	17		0		-- Reason --	2		No	Yes
Stthree t Stthree	333-33-3333		11	No	17		0	work-based learning	-- Reason --	1		Yes	No
Sttwo t Sttwo	222-22-2222		11	No	17		0		-- Reason --	1		Fail	No

4 records

Printable Class Delete This Entire Class Earned Credits **Must** be entered before this class may be attested.

Add Student Save Changes

Contact - Tina McNeal Tina.McNeal@state.tn.us
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Done

start WebEx One-Click Novell GroupWise - M... Mail From: Gay Burden Mail To: Burden, Gay tutorial.doc - Microso... eTIGER - Timely Infor... 9:57 AM

You may delete a class by selecting "Delete This Entire Class" and then select "Really Delete This Entire Class." Clicking only "Delete This Entire Class" will not delete the class. Be very cautious that a deleted class is removed from the database permanently. It is not retrievable.

Add a Student

eTIGER - Timely Information Gathering, Examination, and Reporting - Student Information - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.k-12.state.tn.us/vecompetency/VECAAddStudent.asp?icr=120800&SRV=2779&RET="VECIstructorClassList2008.asp"

Most Visited abandon.asp abandon.asp Go to the previous page Getting Started Latest Headlines Dept of Education - Lo...

TDOE: Career & Technical Education Page Load Error TDOE: CTE: Business Technology eTIGER - Timely Information Gat...

Number of Users - 36
Current Users
Log Out

Administrative
Check School Classes
Manage Contacts
Activate/Delete Classes
Merge Instructor
Merge Student
Adm. Approval List

RESTRICTED ACCESS
Li-Zung & Sarah
Delete Concentrator
VECAAdmSchoolCourseListAll
Duplicate People
District Earned Credit
Baseline Approval List
Baseline App List-Show All
EIS School Course Listing
Negotiated Baseline Fix
Entry
Admin Baseline Instructions
Search for Person

Perkins IV
Concentrator Perkins IV
District Baseline
Negot. Form 2008-2009

Utilities
Announcements
District Teacher List
Upload File To State
Download File From State
Verify non-CSV Upload
Upload CSV File To State
Upload Earned Credit CSV
Competency Reasons
District Approval
Earned Credit Downloads

eTIGER - Timely Information Gathering, Examination, and Reporting - Student Information

District of Record: CROCKETT COUNTY - 00170
School of Record: CROCKETT COUNTY HIGH SCHOOL - 0003

First Name: Stone
Middle Name: o
Last Name: Stone
Gender: Female
SSN: 111111111
State ID: 123456
PIN:

Ethnic Origin:
☐ Asian/Pacific Islander
☒ Black, not Hispanic
☐ Hispanic
☐ White, not Hispanic
☐ Unclassified
☐ American Indian
☐ Alaskan Native

Grade: 9
Path of Study: -- Select --

Membership

DECA	<input type="checkbox"/>	FBLA	<input type="checkbox"/>
FCCLA	<input type="checkbox"/>	FFA	<input type="checkbox"/>
HOSA	<input type="checkbox"/>	SkillsUSA	<input type="checkbox"/>
TCA JTG	<input type="checkbox"/>	TSA	<input type="checkbox"/>

Population Status

Disabled	<input type="checkbox"/>	Economically Disadvantaged	<input type="checkbox"/>
Limited English Proficiency	<input type="checkbox"/>	Migrant	<input type="checkbox"/>
Pregnant Teen	<input type="checkbox"/>	Single Parent	<input type="checkbox"/>

Save This Record

Done

www.k-12.state.tn.us Adblock

start Novell GroupWise - M... Mail From: Sarah Barnes eTIGER - Timely Infor... tutorial.doc - Microsof... stinfor.doc - Microsof... screen.doc - Microsof... 2:11 PM

Be very careful to enter the accurate information for a newly added student. Any discrepancy will produce a duplicate record for this same student. Name, Gender, SSN, State ID, Ethnic Origin, and Grade are required fields to enter. After adding the student, select **"SAVE This Record."**

Delete a Student

eTIGER - Timely Information Gathering, Examination, and Reporting - Student Information

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eTIGER - Timely Information Gathering, Examination, and Reporting - Student Information

eTiger Data		EIS Data	
Student Data			
eTiger Person ID:			
State ID:		State ID:	
SSN:		SSN:	
PIN:		PIN:	
First Name:		First Name:	
Middle Name:		Middle Name:	
Last Name:		Last Name:	
Gender:		Gender:	
Ethnic Origin:		Ethnic Origin:	
School of Record			
District of Record:		District of Record:	
School of Record:		School of Record:	
Path of Study			
Path:		Course of Study:	
Grade			
Grade:		Grade:	
Club Membership			
DECA:		DECA:	
FBLA:		FBLA:	
FCCLA:		FCCLA:	
FFA:		FFA:	
HOSA:		HOSA:	
JTG/TCA:		JTG/TCA:	
Skills USA:		Skills USA:	
TSA:		TSA:	
Population Status			
Disabled:		Disabled:	
Economically Disadvantaged:		Economically Disadvantaged:	
Limited English Proficiency:		Limited English Proficiency:	
Migrant:		Migrant:	
Pregnant Teen:	<input type="checkbox"/>		
Single Parent:	<input type="checkbox"/>		
DELETE Student From This Class		Go Back	SAVE This Record

Do not press DELETE button unless you intend to delete the student. There is no delete confirmation page.

You may delete a student from a class by selecting "DELETE Student From This Class" at the "Student Information" page. When deleting a student only remove the student from this class. This will not affect the other classes which the student is enrolled.

Reporting Class Performance Data

Class/Course Roster Page

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.k-12.state.tn.us/vecompetency/VECInstructorTLNList2008.asp?s=2779&y=9&c=5780&ICRID=119483

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Perkins IV (2) eTIGER - Timely Information Gat...

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing

Class/Course Rosters
School Course Listing

Utilities
Announcements
Instructor Information
Search Perkins IV Concentrator

Log Out

HELP

Name: **Li-Zung Lin - 307824** SSN: **423-41-7681**
Gender: **Female** Race: **White, not Hispanic**
Instructor District of Record: (Home District) **00170 - Crockett County**
Instructor School of Record: (Home School) **0003 - Crockett County High School**
District of Service: **00170 - Crockett County**
School of Service: **0003 - Crockett County High School**
Year: **2008-2009** EIS Local Class Number:
Course: **5780 - Programming and Logic**
Term: **Block, Fall 1st** Class Section: **1**
Beginning Period: **1** Ending Period: **1**

Student Name (click on name to view student data)	SSN PIN	State ID	Grade	Concentrator	Course Competencies	Number Competencies Mastered	Percent Competencies Mastered	Competency Comment	Reason Code	Number Periods	Number Credits Earned	Dual Credit	Dual Enroll
Stfour f Stfour	444-44-4444		12	No	17		0		Run-away student	1		Pass	No
Stone o Stone	111-11-1111		10	No	17		0		-- Reason --	2		No	Yes
Stthree t Stthree	333-33-3333		11	No	17		0	work-based learning	-- Reason --	1		Yes	No
Sttwo t Sttwo	222-22-2222		11	No	17		0		-- Reason --	1		Fail	No

4 records

Printable Class Delete This Entire Class Earned Credits **Must** be entered before this class may be attested.

Add Student Save Changes

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start WebEx One-Click Novell GroupWise - M... Mail From: Gay Burden Mail To: Burden, Gay tutorial.doc - Microso... eTIGER - Timely Infor... 10:08 AM

Marking a Concentrator – Perkins IV defines a concentrator as a CTE student who earned 3 or more credits in a Program Area/Program of Study. To mark students as a concentrator click “No” from the “Concentrator” column on the class roster. Next, click a “check” at the 3rd earned credit course of a program area or Program of Study for this student. Then Click “Save Concentrator” to indicate this student as a Perkins IV concentrator. You may also check “delete” of the selected course and click “Delete This Concentration” at the Concentrations table to remove the concentrator identification from a student. Next, select “Return to Class Listing.” Select the same course code from the course list. On the Class/Course Roster page the student will be identified as “Yes” in the “Concentrator” column.

Note – a student can become a concentrator in more than one program area/Program of Study but can only become a concentrator ONE time in the SAME program area/Program of Study.

Work-Based Learning course - If the selected “3rd earned credit course” is a Work-Based Learning course, you may apply the same number of competency attainment for the last related course at this Program Area/Program of Study sequence to this selected Work-Based Learning course. This will avoid a “0 competency” mastered of this selected 3rd earned credit course for a Perkins IV concentrator.

The number of **Course Competencies** is pre-populated according to each CTE course’s standards. A CTE teacher may adjust the listed course competencies to the number the class required or the individual’s special situation (for example, late enrollment, special education student, or other situations.) Select a **Reason Code** if there is an adjustment of number of competencies required for a student.

Entering Competencies Mastered - Enter the number of competencies mastered by each student, type in the number of their mastered competencies then select “**Save Changes**”. The “Percent Competencies Mastered” column will be calculated automatically. Some of the courses may not have the competencies required (7th and 8th grade Teen Living or Foundations of Technology, contextual academics courses, or work-based learning courses). Please check with the CTE course standards and competencies profile. Leave both “Course Competencies” and “Number Competencies Mastered” **blank**.

If the competencies mastered are entered incorrectly *eTIGER* will let you know by coding the competencies in different colors to indicate an error. This is explained further on the following pages.

Competency Comments - Enter a Competency Comment when there is an adjustment of the number of competencies required for a student and the reason of the adjustment is not listed at "Reason Code" for the required competencies changed. Type in the reason in "Competency Comment" to the left of the "Reason Code."

Entering Earned Credits - Enter the number of credits earned. All students **must** show the number of credits earned. If there is no credit earned for the course earned, enter "0". Leaving this blank is not acceptable. Please use the decimal format for a half credit.

Identify and Report a Dual Credit Student. Click "no" under "Dual Credit" column to open a "Dual Credit/Enrollment Reporting" page.

Select "Pass", if this student took a dual credit course and passed the post-secondary required course assessment at the end of this class.

Select "Fail", if this student took a dual credit course but did not pass the post-secondary required course assessment at the end of this class.

Select "Yes", if this student took a dual credit course but did not take the post-secondary required course assessment at the end of this class.

Select "No" or leave the Dual Credit column as "no" if this student did not take this class as dual credit course.

Save the report. Click "Back" to return to the course roster page.

Identify and Report a Dual Enrollment Student. Click "no" under "Dual Enrollment" column to open a "Dual Credit/Enrollment Reporting" page.

Select the post-secondary institution from the dropdown list for this Dual Enrollment course. (If the post-secondary institution is not listed, ask your CTE director to request that the TDOE add the missing post-secondary institution.)

Enter the credits or credit hours earned for this dual enrollment course for the selected student.

Save the report. Click "Back" to return to the course roster page.

View the dual credit/enrollment data. Click "Printable Class" to list the reported class data. At the right far side of the screen, pass/fail/yes/no should be indicated under the "Dual Credit" column. The selected post-secondary institution is listed in the "Dual Enroll" column and the credits/credit hours earned is listed in the "Dual Enroll Credit" column.

Number Competencies Mastered Error – number of competencies mastered is greater than the course competency

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.k-12.state.tn.us/vecompetency/VECInstructorTLNList2008.asp

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Perkins IV (2) eTIGER - Timely Information Gat...

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing

PLEASE NOTE: ERROR OCCURED
Competency mastered is greater than the course competency.
Competency mastered is greater than the course competency.

Name: **Li-Zung Lin - 307824** SSN: **423-41-7681**
Gender: **Female** Race: **White, not Hispanic**

Instructor District of Record: (Home District) **00170 - Crockett County**
Instructor School of Record: (Home School) **0003 - Crockett County High School**

District of Service: **00170 - Crockett County**
School of Service: **0003 - Crockett County High School**

Year: **2008-2009** EIS Local Class Number:

Course: **5780 - Programming and Logic**

Term: **Block, Fall 1st** Class Section: **1**

Beginning Period: **1** Ending Period: **1**

Student Name (click on name to view student data)	SSN PIN	State ID	Grade	Concentrator	Course Competencies	Number Competencies Mastered	Percent Competencies Mastered	Competency Comment	Reason Code	Number Periods	Number Credits Earned	Dual Credit	Dual Enroll
Stfour f Stfour	444-44-4444		12	Yes	17	18	105.88		Run-away student	1	3	Pass	No
Stone o Stone	111-11-1111		10	No	17	19	111.76		-- Reason --	2	3	No	Yes
Stthree t Stthree	333-33-3333		11	No	17	17	100	work-based learning	-- Reason --	1	3	Yes	No
Sttwo t Sttwo	222-22-2222		11	No	17	16	94.12		-- Reason --	1	3	Fail	No

4 records

Printable Class Delete This Entire Class Attest This Class Correct

Add Student Save Changes

Contact - Tina McNeal Tina.McNeal@state.tn.us
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If the Number of Competencies Mastered is **greater than** Course Competencies, an error message shown in red at the top of the page and the column will be marked in **RED** to bring the attention to the error. Re-enter the reasonable number of competencies mastered and select "**Save Changes.**"

Number Competencies Mastered Error – number of competencies was left blank or marked zero

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.k-12.state.tn.us/vecompetency/VECIInstructorTLNlist2008.asp

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Perkins IV (2) eTIGER - Timely Information Gat...

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing

Name: Li-Zung Lin - 307824 SSN: 423-41-7681
Gender: Female Race: White, not Hispanic
Instructor District of Record: (Home District) 00170 - Crockett County
Instructor School of Record: (Home School) 0003 - Crockett County High School
District of Service: 00170 - Crockett County
School of Service: 0003 - Crockett County High School
Year: 2008-2009 EIS Local Class Number:
Course: 5780 - Programming and Logic
Term: Block, Fall 1st Class Section: 1
Beginning Period: 1 Ending Period: 1

Student Name (click on name to view student data)	SSN PIN	State ID	Grade	Concentrator	Course Competencies	Number Competencies Mastered	Percent Competencies Mastered	Competency Comment	Reason Code	Number Periods	Number Credits Earned	Dual Credit	Dual Enroll
Stfour f Stfour	444-44-4444		12	Yes	17		0		Run-away student	1	3	Pass	No
Stone o Stone	111-11-1111		10	No	17		0		-- Reason --	2	3	No	Yes
Stthree t Stthree	333-33-3333		11	No	17	16	94.12	work-based learning	-- Reason --	1	3	Yes	No
Sttwo t Sttwo	222-22-2222		11	No	17		0		-- Reason --	1	3	Fail	No

4 records

Printable Class Delete This Entire Class Attest This Class Correct

Add Student Save Changes

Contact - Tina McNeal Tina.McNeal@state.tn.us
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If the Number of Competencies Mastered remains blank or marked as "0" for a student at the end of course, the columns will be marked in **YELLOW** to bring the attention to enter the Number of Competencies Mastered for that student. Enter the competencies mastered correctly and select **"Save Changes."**

Number Competencies Mastered Error – number of competencies mastered is entered but no competencies were required

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.k-12.state.tn.us/vecompetency/VECInstructorTLNList2008.asp

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Perkins IV (2) eTIGER - Timely Information Gat...

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing

PLEASE NOTE: ERROR OCCURED

Competency mastered is greater than the course competency.
Course Competency is zero.
Competency mastered is greater than the course competency.
Course Competency is zero.

Name: Li-Zung Lin - 307824 SSN: 423-41-7681
Gender: Female Race: White, not Hispanic

Instructor District of Record: (Home District) 00170 - Crockett County
Instructor School of Record: (Home School) 0003 - Crockett County High School

District of Service: 00170 - Crockett County
School of Service: 0003 - Crockett County High School

Year: 2008-2009 EIS Local Class Number:

Course: S780 - Programming and Logic

Term: Block, Fall 1st Class Section: 1

Beginning Period: 1 Ending Period: 1

Student Name (click on name to view student data)	SSN PIN	State ID	Grade	Concentrator	Course Competencies	Number Competencies Mastered	Percent Competencies Mastered	Competency Comment	Reason Code	Number Periods	Number Credits Earned	Dual Credit	Dual Enroll
Stfour f Stfour	444-44-4444		12	Yes	0		0		Run-away student	1	3	Pass	No
Stone o Stone	111-11-1111		10	No	0		0		-- Reason --	2	3	No	Yes
Stthree t Stthree	333-33-3333		11	No	0	16	0	work-based learning	-- Reason --	1	3	Yes	No
Sttwo t Sttwo	222-22-2222		11	No	0	15	0		-- Reason --	1	3	Fail	No

4 records

Printable Class Delete This Entire Class Attest This Class Correct

Add Student Save Changes

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Done www.k-12.state.tn.us Adblock

If there are no competencies required for a course and the **Number of Competencies Mastered** was entered, the column will be marked in **GREEN** to bring the attention to leave the column **blank** with the number of the competencies mastered. Make corrections and save changes.

Attesting a Class

eTIGER - Timely Information Gathering, Examination, and Reporting - Instructor Class Listing

Year: 2008-2009

☐ Sort Students By Name ☐ Sort Students By Grade
You must "Generate List" to change "Sort By" option

Generate List

Courses Taught by Li-Zung Lin for 2008-2009

Course Code	Course Title	Service School	Semester	Period	# Students	Attested Correct
5780	Programming and Logic	Crockett County High School	Block - Fall 1st	1 - 1	4	Li-Zung Lin - 10/13/2008

1 Courses

Contact - Tina McNeal Tina.McNeal@state.tn.us
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Select **"Attest Class Correct"** when you are certain your class information is complete and correct (class information, teacher information, student information, and class performance data). If there are changes that need to be made after attesting, select **"Unattest Class"**, make the changes, save the updated changes, and attest the class again. Above is the screen you will see after attesting your class and then select **"School Course Listing."** Your name will appear in the Attested Correct column with the date attested. An unattested class will be excluded from the State data reports including CTE School Report Card and Perkins reports.

Printable Class Listing Page

Printable Class Listing - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://www.k-12.state.tn.us/vecompetency/VECPrintClass2008.asp?icrid=119483

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Perkins IV (2) Printable Class Listing

FIX ME

eTIGER Home

Year	Teacher Name	SSN TLN	Gender	Race	Course Number	Begin Class Period	End Class Period	Class Section	Class Service District and School		Teacher Home District and School		Term
2008-2009	Li-Zung Lin	423417681 423417681	F	White, not Hispanic	5780	1	1	1	00170	0003	00170	0003	Block - Fall 1st

Student Name	SSN PIN	State ID	Gender	Race	Grade	Path	Memberships	Population Status	Concentrator	Program Area	Area of Concentration	Course Compet	Compet Mast	Mast Percent	Periods Enrolled	Number Credits Earned	Competency Comment	Competency Adjusted Reason Code	Dual Credit	Dual Enroll	Dual Enroll Credit	Home District and School
Stfour f Stfour	444444444		M	White, not Hispanic	12	Technical	FFA HOSA	Pregnant Teen Single Parent	Yes	TI		17	13	76	1	3		Run-away student	PASS			00170 0003
Stone o Stone	111111111		F	Asian/Pacific Islander	10	Academic	DECA TSA	Economically Disadvantaged Pregnant Teen				17	15	88	2	3				Bethel College	3	00170 0003
Stthree t Stthree	333333333		F	Hispanic	11	Unknown	DECA TSA	Migrant Pregnant Teen				17	16	94	1	3	work-based learning		YES			00170 0003
Sttwo t Sttwo	222222222		M	Black, not Hispanic	11	Dual	FCCLA FFA	Limited English Proficiency Migrant				17	15	88	1	3			FAIL			00170 0003

Done

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Adblock

This screen is an example of a "Printable Class." You can select Printable Class to print or save a copy of your class information for your records. If any of the student data was left out on the student information screen, it will not appear on this printable class page. Be certain that there is no missing data for the "Home District and School" column.

You may save this class information to your computer. To do this, save this screen as a HTM file, open Excel and browse to open the saved HTM file. Then, save the spreadsheet again as an "xls" file for further use.

Timing Out Issues

By default, *eTIGER* will log you out after 20 minutes of inactivity. Each time you select a new page or select "Save Changes" your computer is communicating with the server and it will reset the 20-minute inactivity (idle) timer. During heavy traffic times (such as close to *eTIGER* deadlines), the inactivity time out may be shorter than 20 minutes. *eTIGER* will warn you in a red message if the traffic becomes very heavy. To avoid losing data, **save often** by selecting "**Save Changes.**"

Logging Out of *eTIGER*

When you are finished with your data reporting, be sure to save all your work. To log out, select "Log Out", the last link on the navigation bar, and then close your browser. Merely closing your browser **WILL NOT** log out of *eTIGER*. By clicking "Log Out," you will actually free out the *eTIGER* resources and make the system response faster for other users.

Help Menu

The screenshot shows a Mozilla Firefox browser window with the title "eTIGER - Timely Information Gathering, Examination, and Reporting - Help - Mozilla Firefox". The address bar shows the URL "https://www.k-12.state.tn.us/vecompetency/VECHelp.asp". The browser's menu bar includes File, Edit, View, History, Bookmarks, Tools, and Help. The toolbar contains navigation buttons and a search bar with the Google logo. The main content area displays the "eTIGER - Timely Information Gathering, Examination, and Reporting - Help" page. On the left is a sidebar with navigation links. The main content area lists various topics and provides detailed instructions for "ATTESTATION", "CACHING", and "Netscape".

Number of Users - 7
Current Users
Log Out

Administrative
Check School Classes
Manage Contacts
Activate/Delete Classes
Merge Instructor
Merge Student
Adm. Approval List

RESTRICTED ACCESS
Li-Zung & Sarah
Delete Concentrator
VECArmSchoolCourseListAll
Duplicate People
District Earned Credit
Baseline Approval List
Baseline App List-Show All
EIS School Course Listing
Negotiated Baseline Fix
Entry
Admin Baseline Instructions

Perkins IV
Concentrator Perkins IV
District Baseline
Negot. Form 2008-2009

Utilities
Announcements
District Teacher List
Upload File To State
Download File From State
Verify non-CSV Upload
Upload CSV File To State
Upload Earned Credit CSV
Competency Reasons
District Approval
Earned Credit Downloads
Graduate Downloads

eTIGER - Timely Information Gathering, Examination, and Reporting - Help

Topics

- ATTESTATION
- CACHING
- CHANGE COURSE INFORMATION
- CONCENTRATORS
- DUAL CREDIT DUAL ENROLLMENT
- DUPLICATE INSTRUCTOR RECORDS
- ENTER COMPETENCY INFORMATION
- EARNED CREDIT
- HOW DO I DOWNLOAD A FILE
- MODIFY COMPETENCY FOR AN IEP STUDENT
- PRINTING A REPORT
- SECONDARY PLACEMENT DATA REPORTING
- UPDATE CTE TEACHER SECURITY ACCESS

ATTESTATION (top)

Attest a Class

Click "Attest This Class" at the bottom of the class roster to attest the class. At the "Instructor Class Listing" screen, your name and the date of attestation will be displayed with the class you attested. After attestation, none of the information for this class can be changed.

Cancel Attestation

Click "Cancel Attest" at the bottom of the class roster to make the class become editable. If you cancel the attestation of any class, do re-attest the class. All the classes must be attested.

CACHING - "I Don't See the Data I Just Entered." (top)

Caching is the storing of a web page in a temporary folder on your hard drive. It is an attempt to speed up the response time when viewing web files. If the pages to be viewed are fairly static (they seldom change) this does not present a problem. If the pages are dynamic, such as these, valuable information may not be available without some adjustments.

Caching is entirely browser dependent. If the user will "Refresh" or "Reload" the page, it will force the browser to pull a new page from the web server. This can also be fixed by the following instructions (NOTE: Browser versions within the same program will be slightly different in placement and wording):

Netscape

1. Go to menu item "Edit", then "Preferences"
2. "Advanced", "Cache"
3. In answer to "Document in cache is compared to document on network:" click the radio button beside "Every time" and click "OK."
4. This is the wording in version 4.7. Newer versions may differ.

Done

www.k-12.state.tn.us Adblock 8:44 AM

The Help menu is a great tool to help you understand the different topics in eTIGER. Please check the Help menu (last link of navigation bar) when you are having problems.

Congratulations on completing the tutorial!

Remember, if you have questions about using *eTIGER*, you may choose one of the following:

1. Review this Teacher Tutorial.
2. Check the "HELP" menu in *eTIGER*.
3. Consult your CTE Director.
4. Consult your CTE Field Consultant.
5. Contact CTE Division at State.

For suggestions or feedback email Tina.McNeal@state.tn.us.